

City of Leeds
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ERIC PATTERSON, MAYOR

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March 8, 2012

RE: Alabama Immigration Law Compliance

Dear Vendors:

New immigration laws were effective January 1, 2012 in Alabama. The purpose of this letter is to direct your prompt attention to the Alabama Immigration Law Compliance flow-down requirements that took effect on January 1, 2012. Those are discussed herein and can be summarized as follows:

1. Provide the City of Leeds proof that you are in compliance with the immigration law by timely submitting a notarized Affidavit of Immigration Law Compliance and an E-Verify Memorandum of Understanding.
2. Provide you subcontractors notice of their compliance obligations and obtain from each a notarized Affidavit of Immigration Law Compliance.

The requirements above, imposed by H.B. 56, are "a condition for the award of any contract, grant, or incentive by the State of Alabama, any political subdivision thereof, or any state-funded entity to a business entity or employer that employs one or more employees working in the State of Alabama." These completed forms must be received by the City of Leeds by March 31, 2011 for payments to be processed. As a contractor or a grantee, if you believe these obligations do not apply to you please notify the City of Leeds immediately at cityhall@leedsalabama.gov stating your reason(s) for exemption.

For your convenience, the documents are available at the City of Leeds website, www.leedsalabama.gov. Please complete, notarize, and return to the City of Leeds along with the E-Verify Memorandum of Understanding, a link to E-Verify is available at the website. Forms may be returned to cityhall@leedsalabama.gov.

In turn, you are to obtain from your subcontractors a notarized Affidavit of Immigration Compliance. A careful review of the broad definition of the term "Contractor" in the Act will assist you in deciding to whom to provide notice.

You are required to maintain your subcontractors' affidavits at your offices. These documents will be subject to audit. You may provide a copy of this letter with your notification to your subcontractors as an explanation for this mandatory requirement.

Directions to complete Affidavit of Immigration Law Compliance:

1. Take affidavit to a notary public.
2. Complete items 1 through 9 and sign as the "Affiant" in front of the notary.
3. Have notary notarize the affidavit and return to the City of Leeds.

Sincerely,

David Coyne
Business Officer